



September 24, 2010

**This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted. **

Grant Programs

ACG, National SMART Grant, Pell Grant, and TEACH Grant

COD News

Impact on COD Processing September 26, 2010 (09/22/10)

Federal Student Aid is planning several system maintenance activities on September 26, 2010. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. These activities will result in outages of certain COD System functionality for a period of time.

An explanation of how these activities will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

Routine COD System Maintenance

On ***Sunday, September 26, 2010***, we will perform system maintenance on the COD System. The impact to COD users is outlined below.

- Users will not be able to submit or retrieve data via the [COD Web site](#) between 1:30 A.M. and 11:00 A.M. (ET).
- An individual will not be able to complete online Direct Loan Entrance Counseling, complete a new Master Promissory Note (MPN) electronically, complete a Direct PLUS Loan Request electronically, or endorse a Direct PLUS Loan electronically via the [StudentLoans.gov Web site](#) between 1:30 A.M. and 11:00 A.M. (ET).
- An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS via the [TEACH Grant Web site](#) between 1:30 A.M. and 11:00 A.M. (ET).
- Between 1:30 A.M. and 11:00 A.M. (ET), batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.



Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the COD System, the StudentLoans.gov Web site, or the TEACH Grant Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at CPSSAIG@ed.gov.

End of Federal Fiscal Year 2010 (09/03/10)

Thursday, September 30, 2010 marks the end of the Federal fiscal year for the Department of Education (the Department). Some of the Department's core financial systems, including G5, will be on a modified processing schedule while the Department finalizes its processing and accounting for Fiscal Year 2010. These interruptions will impact how the Common Origination and Disbursement (COD) System will process financial data and when schools can obtain funds for the Federal student aid programs as follows:

- ***Monday, September 27, 2010 through Monday, October 4, 2010*** – The COD System will accept Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) records. However, after 9:00 P.M. (ET) on Monday, September 27, 2010, CFL changes (as a result of actual disbursements) and funding will not be processed by G5 until October 4, 2010.

All actual disbursements with a disbursement date from September 28, 2010 through October 4, 2010 must be received by the COD System ***no later than 9:00 P.M. (ET) on Monday, September 27, 2010***, and subsequently accepted by the COD System, in order for them to be included in the funds available for drawdown prior to the shutdown. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after October 4, 2010 will be funded after G5 re-opens on October 4, 2010.

Note: In other Electronic Announcements posted on September 2, 2010, we provide comprehensive information related to activities and deadlines that coincide with the end of the Federal fiscal year. These announcements are about and the deadline for 2009-2010 ACG, National SMART Grant, and Pell Grant awards and the 2009-2010 TEACH Grant Closeout deadline. Schools should also refer to these announcements to ensure that 1) all necessary reports are obtained and 2) all applicable 2009-2010 origination, disbursement, and change records are submitted and accepted prior to the outages.

- ***11:59 P.M. (ET) on Thursday, September 30, 2010 through 6:00 A.M. (ET) on Monday, October 4, 2010*** – The [G5 Web site](#) will not be available. Schools will not be able to draw down Campus-Based, ACG, National SMART Grant, Pell Grant, TEACH Grant, or Direct Loan funds during this period. Schools will be able to draw down under their existing authorizations after 6:00 A.M. (ET) on Monday, October 4, 2010.

This same information is posted in a [September 2, 2010 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#). The Department appreciates your



patience and understanding as it completes the required activities during the upcoming period. All financial processing is expected to be caught up by Monday, October 4, 2010.

Additional TEACH Grant Closeout Information for the 2009-2010 Award Year (09/03/10)

In a [June 4, 2010 Electronic Announcement](#), Federal Student Aid provided Teacher Education Assistance for College and Higher Education (TEACH) Grant Closeout information for the 2009-2010 Award Year. This announcement provides additional information to supplement the previous guidance. As a reminder, to be considered successfully closed out, a school must--

- Have an Ending Cash Balance of \$0 and Total Net Unbooked Disbursements of \$0, as reflected on its TEACH Grant School Account Statement (SAS) Report

The processing deadline to submit records is **8:00 P.M. (ET) on Thursday, September 30, 2010**. The COD System subsequently must accept all records submitted by the processing deadline in order for them to be included in the school's final TEACH Grant Ending Cash Balance for 2009-2010. Any 2009-2010 Award Year batches or records received after the processing deadline will be rejected and returned to the school.

For detailed information about TEACH Grant Closeout for the 2009-2009 Award Year, refer to [the September 2, 2010 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#)

ACG, National SMART Grant, and Pell Grant 2009-2010 Award Year Processing Deadline (09/03/10)

The Academic Competitiveness Grant (ACG) Program and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Program regulations at 34 CFR 691.83(a) and the Federal Pell Grant (Pell Grant) Program regulations at 34 CFR 690.83(a) establish the deadline by which a school must submit student payment data each award year. The data must be submitted to the Department of Education (the Department) by September 30th following the end of the award year in which the ACG, National SMART Grant, or Pell Grant is made.

As required by regulations, and consistent with the "Notice of Deadline dates for the receipt of documents and other information from institutions and applicants for the Federal student aid programs authorized under Title IV of the Higher Education," the deadline for electronically transmitting ACG, National SMART Grant, and Pell Grant records for the 2009-2010 Award Year to the Common Origination and Disbursement (COD) System is **Thursday, September 30, 2010**. The notice was originally published in the [Federal Register](#) on May 26, 2010 and subsequently corrected on June 8, 2010. The correction notice is posted on the [Information for Financial Aid Professionals \(IFAP\) Web site](#).

In an attachment to this announcement titled "[ACG, National SMART Grant, and Pell Grant 2009-2010 Award Year Processing Deadline](#)," Federal Student Aid provides comprehensive information related to the ACG, National SMART Grant, and Pell Grant 2009-2010 Award Year processing deadline.



Additional information is posted in a [September 2, 2010 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

Peak Processing Reminders (08/13/10)

As the annual peak processing periods continues, Federal Student Aid asks for your assistance in managing our call volumes by waiting at least 24 hours after sending a batch to the COD System before contacting the COD School Relations Center to report a missing acknowledgement/response. If you do not receive the acknowledgement/response within 24 hours, contact the COD School Relations Center to research the situation and ensure that the acknowledgement/response is sent to your school's SAIG mailbox.

Additionally, Federal Student Aid would like to remind schools the Applicant Services Department (800/557-7394) is available to assist your Direct PLUS Loan borrowers and endorsers in a variety of ways. These include:

- Providing information about credit status and denied credit decision appeals
- Providing information about obligations/responsibilities to endorsers of Direct PLUS Loans

The COD School Relations Center is currently experiencing unusually high call volume on the Applicant Services Department's telephone lines. Often the questions are requests for loan or disbursement status information and/or requests to change the student's address. Only the school can address actual loan or disbursement status questions and the school should initiate any permanent address changes on the COD System.

Federal Student Aid encourages schools to advise only its Direct PLUS Loan borrowers, endorsers, or borrowers experiencing issues completing actions on the StudentLoans.gov Web site to contact the Applicant Services Department at 800/557-7394 for assistance. Loan or disbursement status and other general questions from borrowers are best handled by the school.

Thank you for your patience and understanding during this period.

Weekly Reminders



COD Computer-Based Training (09/24/10)

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the [COD Web site](#), and associated Web sites and software products through June 27, 2009.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the "Tools for Schools" section on the home page, click on [COD Computer-Based Training](#).



Note: With the implementation of the [StudentLoans.gov Web site](http://StudentLoans.gov) at the end of March 2010, the three electronic Master Promissory Note (MPN) simulations no longer reflected the process for electronically completing Direct Loan MPNs and have been removed. We will post updated electronic MPN simulations when we next update the full version of the COD CBT.

The components of the COD CBT are as follows:

COD System Simulations – The COD System Simulations offer lessons that explain the [COD Web site](#) screens and functionality available to a school administrator. There are 14 lessons with text to guide a user through each area of the [COD Web site](#). By entering fictitious data, the user can explore basic navigation and functions of the [COD Web site](#) and practice locating and creating information in a safe environment that includes tips for assistance.

Direct Loan Reports CBT – The Direct Loan Reports CBT includes several sections that explain the COD reports a school can use to assist with the administration of and reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

Grant Reports CBTs – The Grant Reports CBTs are four separate lessons that explain the COD reports a school can use to assist with the administration of and reconciliation process for Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Teacher Education Assistance for College and Higher Education (TEACH) Grant awards.

Direct Loan (DL) Tools Simulation – The DL Tools Simulation demonstrates how to use the DL Tools software to assist with the reconciliation process for Direct Loan awards. Although the simulation can be used both by schools that use the EDEExpress for Windows software and schools that do not use this software, the simulation is especially useful for schools that do not use the EDEExpress software on a regular basis but are interested in a Direct Loan reconciliation resource.

TEACH Grant Web Site Simulation – The TEACH Grant Web site Simulation guides the user through the [TEACH Grant Web site](#) and includes a step-by-step walk through of the process for completing TEACH Grant counseling and completing a TEACH Grant Agreement to Serve (ATS).

If you have questions or comments about the COD CBT, contact the COD School Relations Center. If you e-mail your question or comment to CODSupport@acs-inc.com, please include “COD CBT Question/Comment” in the subject line.